



Parent/Student
Handbook



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You can locate the Handbook at <https://holycrossschool.net/parent-family> or at this QR code below:



Acknowledgment of Receipt:

Parents and students, please read the Student Handbook, then sign this acknowledgement and return the signed form to school by November 1st.

Thank you!

We have read and understand the Holy Cross Catholic School Parent/Student Handbook.

Parent Signatures: _____

Student Signatures: _____



Holy Cross Catholic School

Mission and History

Holy Cross Catholic School Mission Statement

Holy Cross Catholic School is dedicated to excellence in education and is committed to helping each student grow into the person that God has called them to be. Our values-based, comprehensive curriculum includes innovative academics, mastery of skills and content, spiritual and character development, joyful service, and active participation in the mission of the Church.

Revised Dec. 2016

Holy Cross Catholic School Statement of Philosophy

Holy Cross Catholic School is founded in the shared mission of the Catholic parishes of Immaculate Conception, Most Holy Trinity, and St. Nicholas. It is dedicated to:

- Maintaining a Christ-centered school environment that strives for academic excellence and a deep understanding of the Catholic faith;
- Working together as students, parents, and staff within a family of faith to provide a caring and hope-filled Christian atmosphere;
- Affirming the worth and dignity of each individual by nurturing and developing students, guiding them toward their full potential

We believe...

- God is the loving source of all truth, human and divine, which is the basis of growing our Catholic educational culture;

School Accreditation

Holy Cross Catholic School is accredited by Lumen through the Archdiocese. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.

School History

Prior to 1969, the Parishes of Immaculate Conception, Lonsdale; St. Nicholas, New Market; and Most Holy Trinity, Veseli; each had their own parish school.

Because of decreasing enrollment and increasing costs, it was determined that each of these three parish schools would not continue for very long on their own. After much study and planning, the Lonsdale New Market Veseli Area School (LNMV Area School) was founded in 1969. Many people wanted the Catholic school to continue, and thus the consolidation was born and sustained. The school operated out of the three original school buildings for many years.

As a result of the Holy Cross Catholic School accreditation process of 2000, a decision was made to build a new facility rather than repair the three existing school buildings in Lonsdale, New Market and Veseli.

The Building Commission was formed in September 2002 and after two years of research and fundraising, the building process began in fall of 2004 on donated land. In late August of 2005, we moved into our present facility at 6100 37th St. Webster, MN. The building was designed so that future expansion could be easily completed.

We know there is a new spirit for the future as we go forward, continuing the long tradition of teaching our faith to the young people of our Church.



Holy Cross Catholic School

General Information

Contacting the School

The school's office hours are 7:30 am to 3:30 pm. Voicemail is available after hours for parents to leave messages.

Email addresses for all staff members are available at www.holycrossschool.net

Front desk email: frontdesk@holycrossschool.net

Important Phone Numbers

School office: Holy Cross Catholic School: (952) 652-6100

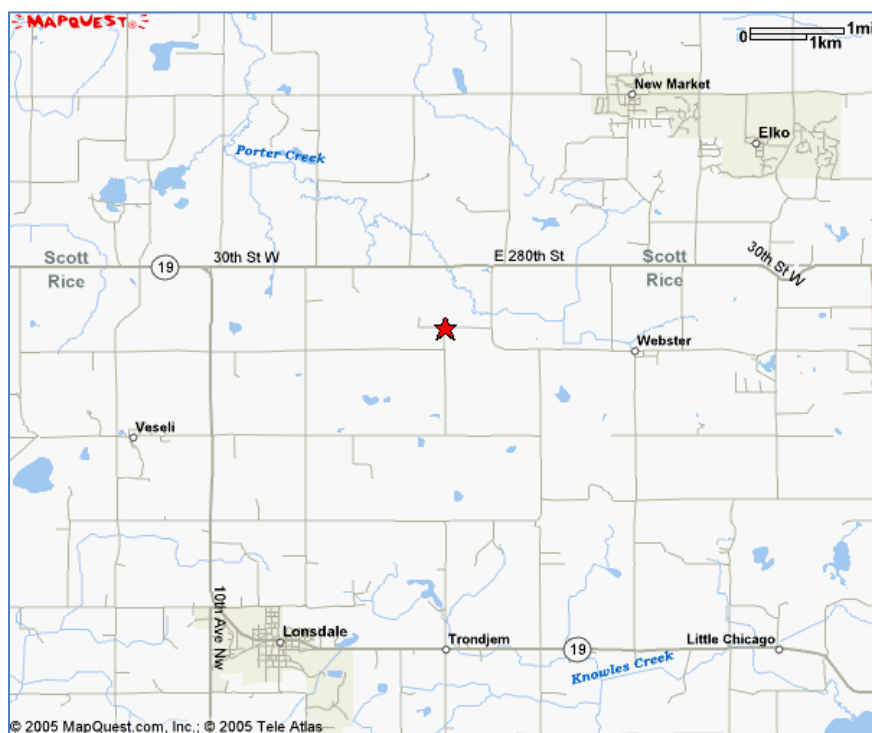
Parish offices: Immaculate Conception: (507) 744-2829

Most Holy Trinity: (507) 744-2823

St. Nicholas: (952) 461-2403

Physical address and map

6100 37th Street West
Webster, MN 55088



General Admission

No child whose parents/guardians desire to enroll him/her in a Catholic School in the Archdiocese of St. Paul and Minneapolis should be denied on the basis of race, religion, ethnicity, or gender.

Every local effort will be made to provide each child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of the school principal if a financial problem arises. All financial situations are kept confidential between the school principal and the business manager.

Students are accepted in the following Registration Priority Policy:

1. Current school families (preschool-eighth grade)
2. Current Pre-K families - parishioners
3. Waiting list –parishioners
4. Parishioners
5. Current Pre-K families – non parishioners
6. Waiting list – non parishioners
7. Open to all

Waiting lists will be established when grades are filled. The decision to open another classroom would be made by the principal.

Non-Discrimination Policy (209)

Holy Cross Catholic School admits and does not discriminate against students because of sex, race, religion, national or ethnic origin. All rights, privileges, programs and activities are made available to all students in the administration of its educational policies, admissions policies, athletic program, or any other school administered program.

Class Size (202)

Holy Cross Catholic School will follow the policy below as to class size:

- The Kindergarten class size will be set at 20 students. At that point, additional staff will be added. If the class size reaches 25 students or more, the school principal will determine if additional support staff is needed or if a second Kindergarten class will be added.
- Grades 1-3 will be set at 25 students. If the class size exceeds 25 students, additional support staff will be added. A second section will be added when deemed appropriate by the school principal.

- Grades 4-8 will be set at 25 students. If the class exceeds 25 students, the situation will be left to the school principal to make a decision regarding additional staffing and/or sections.

It is the goal of Holy Cross Catholic School to maintain low class sizes. In all situations, the school principal has the right to determine appropriate action, including adjustments to the above policy. The school principal will make all final decisions.

Entrance to Kindergarten

Students enrolling in kindergarten must be five years old by September 1st of the school year. All kindergarten students shall present copies of birth certificates and Baptismal records, as well as health records.

Transfer Students

Transfer students will be required to fulfill financial obligations as outlined on the Tuition Agreement. Parents will also be required to complete appropriate paperwork for registration and transferring of records.

Health Records and Immunizations

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up to date. Sports physicals are required for athletes prior to their 7th grade season.

Minnesota School Immunization Law, (Minnesota Statutes 1991, section 123.70) describes the immunization requirements.

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parents/Guardians are responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician.

There is an "opt out" procedure for medical needs or religious conscientious objection (which simply requires that the form be signed and notarized).

Communication with Parents/Guardians

Holy Cross Catholic School provides several communication vehicles for ways of communicating with the parents/ guardians of our students in order to increase the understanding of the school's mission, programs and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of our school and progress of their children.

Parent/Student & Volunteer Handbook

The Parent/Student & Volunteer Handbook is issued upon admission of the family to the school. The handbook is available to all families on the website and sent to families who request a paper copy each fall. All parents must sign the "Acknowledgement Page" to indicate they have read the handbook and agree to be governed by school policies.

Weekly Communication Newsletter

"The Holy Cross Happenings", an electronic newsletter is sent out weekly to families via Flocknote. It contains notices of upcoming events, messages from the principal, volunteer sign up opportunities, and more. Please watch for it each week in your email messages or as a text.

School Web Site

Parents may access the school website at www.holycrossschool.net. In addition to teacher web pages, parents will find the school calendars, lunch menu and information about programming.

Report Cards

Report cards are dispersed three times a year, once each trimester, to show student progress. Middle School students also receive a mid-trimester report showing progress for that trimester.

Parent/Teacher Conferences

Parent/Teacher Conferences are held in the fall and spring. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

School Closing (Emergency or Inclement Weather)

If the New Prague Schools close because of bad weather, Holy Cross will also close. Even if Holy Cross Catholic School is not mentioned by name, our school will close when the district schools close. Announcements are made over TV stations and the websites of the network stations and via Flocknote. You may also receive a call from the New Prague School district. If a change in weather should take place during the day and there is a need to close early, you will receive notice in these same ways. Holy Cross may also close school even if New Prague Schools does not. This will be communicated via Flocknote.

School Emergency Procedures

Holy Cross Catholic School has established procedures, a “Crisis Plan” regarding school emergencies. The complete “Crisis Plan” is available for review in the school office.

Emergency Information

An emergency information sheet for each family should be filled out in your TADS account. Copies of this emergency information are kept in the school office. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

Toys and Collectibles

Toys should not be brought to school nor should collectibles such as Pokémon cards. These will be confiscated and, for repeat offenses, disciplinary action will be taken.

Holy Cross Catholic Board of Directors

The purpose of the Holy Cross Catholic School Board of Directors is to develop and define policies to govern the operation of the school, and to provide counsel and advice in the operation of the school in regard to tuition, salary scales, budget, hiring and dismissing of personnel and other matters relating to education. Parents of Holy Cross children are invited to be on the schedule for Board meetings during the “Public Address” portion of the agenda. Please notify the Board regarding the subject matter and time required in advance of the meeting.

Crusader Parent Organization

Holy Cross Catholic School has a parent/guardian group called the Crusader Parent Organization (CPO) which is responsible for the following activities: parent/guardian education, socials and fundraising. It is the Crusader Parent Organization’s responsibility to support the administrator, teachers and overall school program. Copies of the CPO by-laws are available in the school office.

School Day Procedures

Telephone and Cell phones

Holy Cross Catholic School follows these guidelines in most situations regarding the telephone and cell phone use by students:

- Cell phones should be turned off during school hours.
- Cell phones may not be used at extracurricular activities unless deemed appropriate by the adult in charge (especially for pick-up and communication with the parent).
- Students should not call home to make arrangements to go home with a friend or have a parent bring forgotten supplies.
- Students may not use the school phone except in cases of an emergency or urgent situation.
- As a rule, neither teachers nor students are called to the school phone during school hours. Messages may be left with the school office personnel.
- Students should not use phones on the school buses.

Valuables

Holy Cross Catholic School does not cover the loss of personal possessions. Therefore, students are to refrain from bringing valuable items to school.

Money

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade and the purpose for the money.

Lost and Found

Lost and found items are located near the main office. Unclaimed items will be given away at the end of the school year or when announced. Notice will be given in advance.

Health Services

Health services at Holy Cross School are supported by the New Prague Area School District. The following procedures are those recommended by the district nurse.

- Check your child every morning before he/she leaves for school to be sure that he/she is well. If your child has a fever, diarrhea or has been vomiting, please keep him/her home from school for 24 hours, incident free, before returning to school. A student must be on an antibiotic for 24 hours before returning to school.
- Teach your child to tell you promptly when he/she is not feeling well. This is particularly important if the child has a headache, sore throat, eye problems, skin rash or signs of a

cold. He/she should be kept home. This will prevent the spreading of germs to other student/staff.

- See that your child gets regular and adequate amounts of fresh air, exercise, sleep and a well-balanced diet to help prevent illness.
- Teach your child to cover their mouth/nose when coughing or sneezing by using their sleeve or a tissue.
- Teach your child the importance of proper hand washing. This includes hand washing after using the bathroom and before eating.
- Ensure that your child is properly dressed for the weather each day.

Medication During a School Day

A written statement is required by a physician to authorize the dispensing of medication in the dosage prescribed by the physician; thereby releasing school personnel from liability should reactions result from the medication.

The physician shall be requested by the parents/guardians to prescribe duplicate bottles of medication if necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the name of the physician. Administration of the medication during school hours will be supervised by designated school personnel, conforming to the physician's indicated dosage schedule.

Illness During the School Day

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. No student will be sent home without a parent/guardian's permission.

Reporting of Child Abuse/Neglect

The staff members of Holy Cross Catholic School are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse that may be summarized as follows:

- Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance;
- Abuse can be physical, sexual, or emotional mistreatment

School Visitors

All parents/guardians or visitors must sign in at the welcome window before going to a classroom. You will be asked to wear a volunteer or visitor badge during your time in the school. Parents/Guardians and visitors are welcome for open houses, special programs or observations, and are encouraged to attend. Visitors who wish to observe classrooms are

asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom.

Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities.

Classroom treats

Food items brought to school for classroom celebrations must be store purchased items. This is to comply with Department of Health regulations.

Pre-Kindergarten Program

Holy Cross Catholic School offers a licensed Pre-Kindergarten program for children three to five years of age. To learn about specific program options and goals, please contact the school office or visit our website www.holycrossschool.net.

After School Care Program

Holy Cross Catholic School provides after school care Monday through Friday, 3:00 -5:30 pm. Snacks, study time, and activities are offered during this time. Drop-in care is also available by calling the school office. This program is open to kindergarten through sixth grade students.



Holy Cross Catholic School

School Policies

Attendance Policy (200)

Absences

It is a Holy Cross Catholic School policy to adhere to all State of Minnesota regulations concerning school attendance (MN Statute 120A.22)*. Extremely excessive absences (more than 12 in a given year—not due to a lengthy illness or medical condition) will be detrimental to a student's academic progress and is unfair to the overall well-being of the school. Should this be the case, a plan of improvement may be drawn up and progress would be necessary in order for the student to advance to the next grade. Families in violation of the absence policy will be given a written letter of probation outlining the steps that will be put in place for the success of the student.

Children are expected to be in school every day unless they are ill, have a medical appointment, a family emergency or for religious observances. When a student will be absent for any reason, a parent is expected to notify the school. Parents are requested to call school by 8:30 AM to report an absence. If no call is received, safety calls will be made to verify your child's location.

Parents are encouraged to schedule appointments and vacations during regularly scheduled school vacation days. Please refer to the school calendar for these dates. In the case of a planned absence, please notify the school in writing so that arrangements can be made for makeup work. All work missed by students who were absent must be made up.

Excessive absences often result in poor schoolwork and make it difficult for students to stay on pace with the class. When absence is necessary, these steps are to be followed:

1. Parent/guardian must call the school or leave a message on voice mail reporting their student's absence.
2. Parent/guardian may request homework be placed in the office for pick up if absence extends beyond 1 day. Same day homework will not be given.
3. Students are responsible for all makeup work due to absence upon return to school. Generally, when students are absent due to illness, two days per each day absent is given for the work to be completed.
4. If a student will have an extended absence, parents may request schoolwork kindergarten through 4th prior to the absence but the teacher is not obligated (nor is often able) to give it until the student returns. Although in years past for the 5th-8th, we have given some homework ahead of time for vacations, homework will now be released real time or given to your child on the day they return. Parents are expected to ensure correct completion of the schoolwork. Students are expected to complete this schoolwork and turn it in to their teacher upon return from their absence. (*see Vacation Policy*)

22-23 (approved) Addendum to Absence policy

It is a Holy Cross Catholic School policy to adhere to all State of Minnesota regulations concerning school attendance (MN Statute 120A.22)*. Extremely excessive absences (more than 12 in a given year---7 unexcused is the state level for truancy—not due to a lengthy illness or medical condition) will be detrimental to a student’s academic progress and is unfair to the overall well-being of the school. Should this be the case, a plan of improvement may be drawn up and progress would be necessary in order for the student to advance to the next grade. Families in violation of the absence policy will be given a written letter of probation outlining the steps that will be put in place for the success of the student.

Tardiness

Students arriving late to school (not in through the door by 8:00 and in their classroom by 8:05) will be recorded as “tardy” by the school office. Tardies are not given when they are due to poor driving conditions. The 4 free tardies are for non-weather related tardies. Medical emergencies are to be reported to the office and also won’t count against 4 free tardies either. Excessive tardiness (after more than the 4 free tardies per semester, in another words, the 5th) may result in a tardy detention at 7:30 AM on the first Friday of the month.

In cases of chronic tardiness where tardy detentions do not eliminate the problem, the student will make up the time he/she misses after school.

*MN Statute 120A.22 – Compulsory Instruction: In Minnesota, a child under the age of 12 is considered truant if they miss as total of 7 unexcused days in a school year. Legal action can and usually does result in a court order directing the parents to take appropriate action to ensure regular school attendance.

Sign in/Sign out Procedure

If your child is leaving early from school, it is required that they are signed out in the office by a parent/guardian. Upon return to school, it is again required by you, the parent/guardian to sign your child back into school. There will be a clipboard for you to sign in/sign out your child located at the welcome window.

Daily Schedule

- **Drop Off Times:** Students can be dropped off no earlier than 7:50 am at the front doors.
 - Students arriving later than 8:00 am and not in their classroom by 8:05 am will be considered tardy
- **Dismissal Times:** School dismissal time is 3:00 (2:45 pm for Preschool/PreK)
- **Entrances/Exits:** Pick-up and drop-off will be at the front of the building only. Preschool and Pre-K students without older siblings are picked up in the bus circle from 2:45-2:55 PM. After 2:55 or if buses are in the circle, pickup is at the front doors. Preschool and Pre-K students with older siblings are picked up at the front doors at 3:00 PM. (Subject to change.)
- **Parking:** Use the east parking lot only.

Sign in/Sign out Procedure

If your child is leaving early from school it is required that they are signed out in the office by a parent/guardian. Upon return to school, it is again required by you, the parent/guardian to sign your child back into school. There will be a book for you to sign in/sign out your child located at the welcome window.

Vacation Policy

As the school calendar is set in the winter of the previous school year, Holy Cross Catholic School encourages parents to plan family vacations for non-school days whenever possible. If vacations are taken when school is in session, parents can meet with their child's teacher prior to the start of their vacation to discuss homework and classroom make-up arrangements.

The Holy Cross Catholic School faculty members want family vacations to be positive learning experiences for students. However, the student and parents must assume the responsibility for making sure missed assignments are completed in a timely manner.

This policy allows for family vacations during the school year, with the following courtesies extended:

- Parents must inform the faculty at least one week prior to the start of their vacation if their child/children will be absent due to a planned family vacation (preferably earlier if possible or when plans are first confirmed).
- Teachers are not required to give homework before the student leaves.

Good communication will help ensure that a family vacation and a student's subsequent return to school flow smoothly. Please remember that any time away from school may have an adverse effect on student's overall performance.

Background Checks & Virtus Training

(MN Laws ch. 275, sec.1 123B.03, Subd. 1(e))

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks.

All employees and school volunteers are required to complete Safe Environment (VIRTUS) Training prior to working with students.

All employees and school volunteers are required to sign a Code of Conduct document.

Behavioral Code of Conduct Policy (203)

Behavior Expectations

Our school is committed to providing a quality Catholic education for all students in a Christian atmosphere conducive to learning and teaching. Our expectations are based on a cooperative approach to discipline. It emphasizes building self-esteem through encouragement and implementing strategies for positive classroom environments.

Our discipline plan is designed to:

- Set the expectation that ALL students will be held accountable for ALL of their behavior ALL of the time.
- Create safe, orderly and positive classrooms and school.
- Show students how to monitor their behavior and evaluate their choices.
- Achieve consistency in behavioral standards and expectations throughout the school.

This plan is implemented through school-wide expectations and **Individualized Classroom Codes**.

These Codes are based on four desired outcomes:

- Students will be respectful.
- Students will be responsible.
- Students will be prepared.
- Students will be safe

STUDENT EXPECTATIONS

Following are the general rules of behavior for all students of Holy Cross Catholic School

- Students are to treat others respectfully, especially all adults and visitors.
- Students are to be prepared for class and in their classroom on time and behave respectfully.
- Gum and candy are not allowed without permission.
- Snacks are allowed in classrooms at designated snack times. Students should not have snacks in the hallways and common areas. Snacks should be healthy and not shared with other students.
- All electronic devices such as phones, cameras, etc. must be kept in a backpack from the start of school until dismissal, the school is not responsible for lost, stolen or damaged items, including items stored in backpacks.
- The use of impure language, immoral behavior, or even simply having a discussion supporting such behavior or supporting any media which is contrary to Christian morals is not allowed.
- All students must comply with the school uniform code; should a student be out of uniform, he/she may receive a conduct slip.
- Any object classified as a weapon, or a realistic-looking toy gun is not allowed on school grounds.
- Possessing or drawing immodest or violent pictures on school grounds is not permitted.
- Students will receive consequences for any form of vandalism, rough-housing, or risky behavior that causes damage to the school grounds or school property.
- Students are expected to respect the rights of another's possessions and schoolwork by practicing a high degree of honesty and integrity.
- Cheating, especially in the form of plagiarism, undermines the philosophy of Holy Cross Catholic School and may result in a "0" for the assignment or test along with other possible disciplinary options. Plagiarism is any attempt to pass off the ideas and/or writings of another as one's own work.
- Bullying is unacceptable (see Bullying Policy for further information).
- During after-school events, students are to observe all school rules while in the building; this includes walking in the hallways, not entering classrooms that are unattended by an adult, and not taking or using school materials or sports equipment without the permission of an adult.

Parent Partnership

Holy Cross Catholic School and the parents of the school children enter into a partnership, working for the good of their children. This partnership is exemplified by mutual respect and open communication between the Holy Cross Catholic School staff and parents. The parents and school share in the education and formation of the children here at Holy Cross School, and, as partners, agree to work together to achieve our common goals. If, in the opinion of the staff and administration, student behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children from the school program.

Discipline Policy

It is the policy of Holy Cross Catholic School to maintain a learning environment, which provides a safe, secure setting for students, faculty members and administration. Holy Cross Catholic School will take such action deemed necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in this school under certain circumstances.

This policy provides that a student may be immediately removed from class, kept after school, suspended or expelled on the following grounds:

- Willful conduct which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school;
- Willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education;
- Willful conduct which violates or may violate any rule of conduct specified in the policies of this school;
- Other conduct or behaviors on the part of the student, which in the opinion of the school, adversely affects the desirability of continued enrollment.

For the purpose of this policy, the terms "willful conduct", "other conduct", or "behavior" refer to actions or events whether occurring on school property or at any school related activity.

For serious infractions, the principal shall administer a disciplinary "conduct referral form," which will be sent home for parent signature and could include an automatic Principal's detention, suspension, or other disciplinary action. If a student receives three or more of these forms without a Principal's detention or worse, it could result in an automatic Principal's detention.

Major Infraction:

- These result in an automatic detention. Examples might include

- o Deliberate humiliation of a fellow student
 - o Talking back o Vulgarity/profanity
 - o Refusing to cooperate o Intentionally harmful physical behavior; i.e. pushing, hitting, tripping, spitting at, throwing at, etc.
 - o Disrespectful of personal or school property
- Very serious behavioral violations can escalate the school's response to address significant problem behavior(s).
 - All infractions will be recorded into Educate as Conduct Records.
 - A system such as this does not replace/displace the normal corrective measures used by the classroom teacher to address student behavior concerns.

The principal shall retain the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student under this policy. Where it appears that the student will create an immediate and substantial danger to him/herself, another person or property, the classroom teacher has the authority to remove the student from the room immediately.

In the event suspension or expulsion of a student is imposed, Holy Cross Catholic School will make reasonable efforts to assist the student and the student's parents in seeking alternative educational programs or services, with the participation of teachers, administrators, students and such other individuals or organizations as the school determines appropriate.

Drug, Alcohol and Tobacco

Drug, alcohol and tobacco use are prohibited on school property and when acting as a school chaperone.

ANTI-BULLYING POLICY

Introduction

Bullying is prohibited in all Catholic schools of the Archdiocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior against the fundamental tenet of “Love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

Purpose

Holy Cross Catholic School is committed to providing a faith-filled environment grounded in Catholic values. A safe educational environment is essential for students and teachers to carry out their roles and for Holy Cross to carry out its mission. This policy does not replace any policies that deal with individual student misconduct of behavior addressed in the “Expectations of the Student” section of the Parent/Student Handbook.

Definitions

A. For purposes of this policy, “bullying” means a pattern of deliberate or intentional behavior, involving the use of words or actions that are intended to cause fear, distress, intimidation, seclusion, or harm. Bullying is a repeated behavior or a pattern of behavior, and it may involve an imbalance of physical, social, or psychological power. Bullying can take different forms, including:

1. Verbal (e.g., using threatening or intimidating language, teasing, and name-calling);
2. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
3. Physical (e.g., physical acts and gestures including hitting, kicking or tripping, theft, damaging property, threatening or intimidating behavior); and
4. Cyber-bullying (e.g., misusing the internet, social media sites, mobile phones, or other digital technologies to tease, intimidate, humiliate, defame, threaten, harass, stalk, or terrorize another person).

B. For purposes of this policy, “on school property or at school-related functions” means all Holy Cross School buildings, school grounds, school property or property adjacent to school grounds, Holy Cross School buses, or school-related trips, functions, activities, or events.

Statement of Policy

A. Holy Cross School prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. Holy Cross School also prohibits cyber-bullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying, and to students who condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying, and that conduct thus interferes with or obstructs the mission or operations of the school, or the safety or welfare of other students, volunteers, or employees.

B. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

C. A person who feels that he or she has been bullied should immediately report the details of the incident or incidences. For purposes of accuracy, the victim should report directly to a Holy Cross School staff member. All reports made by students will be investigated to determine if policy was violated, and who is accountable for the violation.

A person who observes an act of bullying or becomes aware of such an act must report it to a school staff member. Anyone with any bullying-related concerns may also contact the principal.

D. Retaliation against a victim, a good faith reporter, or a witness is prohibited.

E. False accusations or reports of bullying are prohibited.

F. A student who violates this policy shall be subject to discipline for that act in accordance with the school's policies and procedures. Holy Cross School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include:

1. The age, developmental, and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature and severity of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved;
5. The context in which the bullying occurred.

G. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to a more serious consequence such as suspension or

expulsion. Consequences for other individuals engaging in prohibited acts of collusion may include, but not be limited to, exclusion from school property and events. Reports of bullying and disciplinary actions taken as a result of bullying are classified as private and confidential data. This data will not be disclosed except as permitted by law.

Dress Code Policy (204) Preschool – Grade 8

GIRLS:

Shirts

- Short or long-sleeve collared shirt in solid white, light blue, or navy blue
- Banded dress code shirts in solid white, light blue, or navy blue
- Shirts may be embroidered with the Holy Cross logo. No other logos are allowed.

Jumpers/Dresses/Skirts/Skort

- Plaid jumper or skirt/skort (Donald's #57 Plaid, Lands' End Classic Navy Plaid) of knee length with dress code shirt
- Solid navy or khaki jumper or skirt of knee length with dress code shirt
- Solid navy uniform-style dress of knee length

Pants/Capris/Shorts

- Solid Navy or khaki full length dress/uniform pants, capris, or classic knee length walking shorts
- Low rider, hip hugger, tight fitting pants or colored jeans are not allowed. Side cargo pockets, side zippers, decals, beads, carpenter loops, rivets or decorative stitching are not acceptable.
- Shorts and capris are allowed only in May and September and only if the temperature is expected to be or exceed 70°F.
- Shorts and capris are not allowed on Mass days.

Sweaters/Sweatshirts

- Solid white or navy blue sweater with or without Holy Cross logo
- Solid white or navy blue crewneck sweatshirt with or without Holy Cross logo
- Unisex micro-fleece pullover in solid navy blue (half-zip and full-zip)
- Crewneck wind jacket in navy blue with Holy Cross Logo
- No other logos allowed.
- Must be worn over a collared shirt.
- Hooded sweatshirts acceptable only on School Spirit/Crusader Pride Fridays.

Tights/Leggings/Hair Accessories

- Solid white or navy blue tights or leggings may be worn under dresses, jumpers, skirts, and skorts.
- Solid navy, white, black, blue, brown, or uniform plaid hair accessories
- Headbands in solid colors with a small company logo are acceptable.

BOYS:**Shirts**

- Short- or long-sleeve collared shirt in solid white, light blue, or navy blue
- Shirts may be embroidered with the Holy Cross logo. No other logos are allowed.

Pants/Shorts

- Navy or khaki full length dress/uniform pants or classic knee length walking shorts
- Low rider, hip hugger, tight fitting pants or colored jeans are not allowed. Side cargo pockets, side zippers, decals, beads, carpenter loops, rivets or decorative stitching are not acceptable.
- Shorts are allowed only in May and September and only if the temperature is expected to be or exceed 70°F.
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- Crewneck wind jacket with Holy Cross logo
- No other logos allowed.
- Must be worn over a collared shirt.
- Hooded sweatshirts acceptable only on School Spirit/Crusader Pride Fridays.
- Must be worn over a collared shirt.

GIRLS and BOYS Footwear/Socks/Accessories:

- Dress shoes or tennis shoes only. No heels. Tennis shoes required for physical education class
- Shoes must have backs or straps and must not be open toe.
- Shoes must be clean, safe, and in good condition.
- No boots, crocs or similar plastic footwear, sandals, or flip flops. Light ups and wheelies are not acceptable.
- Solid white, navy blue or black socks must be worn at all times. Accent colors are acceptable.
- Accessories that are distractive to a learning environment or a safety concern (e.g., hats, bandanas, oversized/distracting hair bows) are not acceptable.
- Belts must be solid black, brown, or navy.
- Solid navy neck or bow tie
- Oversized belt buckles or fringes are not acceptable.
- Earrings will not be permitted for boys

Hair:

Hair is required to be neat, clean, and modest. Hair should be a natural hair color and not draw undue attention to the student.

Dress-Up Attire:

Occasionally a school event (dress your best days, concerts, etc...) will require dress-up attire. On these days, appropriate dress for boys would include a sport coat, dress shirt, sweater, and/or tie with dress pants, and shoes. For girls, appropriate dress includes a dress with sleeves, skirt or dress pants with a blouse, and appropriate dress shoes. Modest hemlines and necklines are required on dress-up attire.

Gym Clothes:

Middle school students are required to bring a change of clothing for gym class. Appropriate clothing would include loose fitting pants or shorts, and shirts with sleeves. Shorts should be of modest length. No leggings, yoga type pants, muscle shirts, or tank tops are allowed.

School Spirit/Crusader Pride Fridays:

On school spirit days and on most Fridays, students have an option of dressing in "Spirit Wear":

GIRLS/BOYS:

- Jeans, capris, loose fitting denim skirts of knee length, and/or classic knee length shorts (September and May) are allowed but not required.
- Low rider, hip hugger, tight fitting or skinny jeans/capris or leggings are not allowed.
- Jeans can have tasteful stitching on back pockets. Colorful "bling" is not acceptable.
- Standard school attire collared shirts are preferred.
- Solid white or navy hooded sweatshirts are allowed.
- Short or long-sleeve knit shirts in navy blue, light blue, or white with Holy Cross or Crusader logo
- Crusader sports shirts/sweatshirts, such as Hoops Camp, are acceptable.

Most Common Uniform & Dress Code Violations:

For your convenience we have listed below some of the most common dress code violations seen at Holy Cross Catholic School. Adherence to our dress code policy is very important. We strongly encourage you to call the school office with any questions regarding approved uniform items.

Violation: Colored jeans

Violations: "Skinny" fit pants and jeans

Violation: Sweaters with hoods or zippers, or with an ornamental weave or decorative buttons

Violation: Plaid jumpers/skirts from other area schools or the wrong plaid lines/colors

Violation: "Cargo" pants or shorts with outer pockets, zippers, logos, etc.

Violation: Shorts, Skirts, Jumpers, and Dresses that are above the knee

Violation: Shoes without socks. Inappropriate shoes

Any non-approved clothing items worn to school will be considered a policy violation. A written note will be sent via e-mail to the parent on the first violation. If a second violation occurs, the parent will be called to bring a change of clothing to the student.

You may be wondering....

May I purchase items at any store? Yes, as long as the item matches our guidelines. The only exception is the plaid jumper/skirt which is only available through Tommy Hilfiger, Land's End, or Donald's.

Will the school provide a clothing exchange? Yes. Gently-used items will be available at the end/beginning of each school year.

How do I get the school logo put on my clothing items? Donald's, Land's End and Tommy Hilfiger are equipped to put the Holy Cross logo on items purchased through their store or website.

Approved August, 2017
Amended June, 2018

Electronic Media Policy (207)

The purpose of our Internet account is strictly educational. Students will be directed by staff when and how they may use the internet.

In addition to the provisions of this policy, students will be taught the proper way to log onto and off of the Internet and use available search engines found on the Internet. The students will also learn how to save, download and print information found on the Internet.

Holy Cross has taken precautions concerning access to inappropriate materials. On a global network, however, it is impossible to control all materials, and an industrious user may discover inappropriate information. The computer classroom is teacher-controlled and students will be monitored at all times. We, at Holy Cross, firmly believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material, which is inconsistent with the educational goals of the school.

The smooth operation of the Internet network relies upon the proper conduct of the users who must adhere to strict guidelines. In general, this requires Christian, efficient, ethical, and legal utilization of the network resources. If a Holy Cross student user violates any of the provisions of this policy, the student's parents/guardians will be notified, and the student's Internet access may be suspended with the possibility of future access denied. The signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Internet Safety

Holy Cross filters Internet access to provide a safe learning environment for students. No filtering product is 100% effective; contact a teacher or the system administrator to report any inappropriate material.

PRIVACY IS NOT GUARANTEED. At any time, school and network administrators are authorized to monitor computer files and track internet use to ensure users are acting responsibly.

"Cyber bullying" is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites such as Facebook, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. Holy Cross recognizes that Cyber bullying can be particularly devastating to young people because:

1. Cyber bullies more easily hide behind the anonymity that the Internet provides;
2. Cyber bullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyber bullies do not have to own their own action, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
3. The reflection time that once existed between the planning of a prank - or a serious stunt - and its commission is all but been erased when it comes to cyber bullying activity.

Cyber bullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

Cell Phones, Audio, Video, Photographic and Other Telecommunications

The wide range and use of communication technology devices continue to increase. As a Catholic learning community, we accept the responsibility of conducting ourselves in a manner consistent with the Mission and Vision of Catholic Education.

As new technologies continue to expand, so have the implications related to safety, privacy and the intrusive use of such devices. It is therefore important to govern the use of these devices to ensure the safety of the teaching/learning environment and board staff and students. This policy outlines the acceptable use of cell phones, personal electronic audio, video, photographic and telecommunications devices on all school properties and school-sponsored events.

The category of devices to which this policy applies, referred to as Personal Electronic Devices (PED), is understood to include cell phones, video/camera cell phones, any camera or video camera, digital and conventional sound recording devices (digital voice recorders, I-Pods, etc...), personal entertainment devices such as CD/DVD MP3 players, listening devices and the like. It is also understood to include newly developed devices employing any form of technology that provides any device with similar image taking, eavesdropping/listening and communications capabilities.

This policy applies to school employees, students, parents/guardians, volunteers, employees of contracted service providers and visitors while attending school or at any or school sponsored activity.

This policy does not apply:

To the authorized use of photographic/video and audio recording of school events including but not limited to graduation, theatrical productions, sports, athletic or other similar events as determined and approved by the principal; to authorized use of photographic/video and audio recording for educational, instructional and/or research purposes as approved by the school principal.

Conditions under which Personal Electronic Devices May be Carried on to School Premises

- a) The Principal or designate may authorize use of cell phones, pagers, video/camera phones, cameras and recording devices on the school site.
- b) Anyone carrying a personal electronic device on to school premises will comply with all the requirements of this policy and any associated procedures.
- c) Cell phones and other personal electronic devices must be turned off and left in lockers during class time. Cell phones and other personal electronic devices may not be used in any

scheduled class.

d) Cell phones, pagers, video/camera phones, cameras and recording devices are valuable electronic devices for which individual students, visitors, contracted service providers, staff and volunteers are responsible. When carried on to school premises, the secure storage of these devices is the sole responsibility of the owner/user. The school assumes no responsibility for the safety and security, loss, recovery, repair or replacement of these devices. If a student violates the policy, the electronic device may be confiscated and returned to the parent/guardian (or student 18 years or older) after the instructional day or as appropriate.

e) In the event of an emergency, lockdown, or evacuation the Principal will provide instruction to the school community pertaining to the acceptable use of PEDs in the particular emergency conditions.

Unauthorized Use of Personal Electronic Devices

a) The use of any personal electronic device in a manner that violates a person's reasonable expectation of privacy including but not limited to the use of change rooms, washrooms, academic examination rooms or private conferencing locations, or violates the protection of privacy provisions of individuals is strictly prohibited and may be subject to discipline up to and including expulsion, dismissal.

b) The electronic transmission or posting of photographic images of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the principal or designate, and where the student is below the age of 18, the consent of the parent/guardian.

d) The use of any personal electronic device in a manner that interferes with or disrupts any form of academic instruction (teaching-learning activity) in any classroom or other instructional space is strictly prohibited. Violent video games are prohibited.

Reporting

Procedures for reporting cyber bullying, bullying, harassment, or similar acts covered by this policy including provisions that permit a person to anonymously report such an act are as follows:

- (a) Any student who believes s/he has been or is the victim of bullying, harassment, or aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.
- (b) Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying, harassment or aggressive behavior directed toward a student. Reports by students may be made by filing a confidentially complaint form, or by directing reporting to those identified above.

- (c) A school employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying, harassment, or similar act to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Grades K-4 Electronic Media Agreement

Users are expected to abide by the terms, conditions, and regulations of this policy.

1. I will only use websites introduced by my teacher.
2. I understand that if I am assigned a password, I will not share it with anyone.
3. I understand that I will not provide my name, address, or phone number or those of others to anyone on the Internet unless authorized to do so.
4. I understand that I will not copy work from other sources and claim that the work is mine.
5. I understand that there will be consequences if I do not follow the rules.
6. I understand that personal electronic devices will only be used in an appropriate manner.
7. I will not engage in cyber bullying or bullying behavior and will report any cyber bullying or bullying I witness to my teacher or principal.
8. I understand that the same rules and responsibilities apply whether I am using Electronic media at home or at school.

Consequences:

1. Discussion with student, possible call to parents.
2. Call to parents, Internet usage prohibited the following class period the Internet is used.
3. Conference with parents and student, future Internet usage will be discussed at that time.

Grades 5-8 Electronic Media Agreement

Users are expected to abide by the terms, conditions, and regulations of this policy.

1. I will follow all school behavior and policies when using the Internet. This includes using appropriate language.
2. I will be polite and remember that email is not guaranteed to be private. I will follow school rules regarding harassment while using electronic communication.
3. I understand that accessing the Internet is a privilege granted for the primary purpose of conducting research, completing class assignments, and gaining familiarity with evolving electronic communications.
4. I will access authorized areas only.

5. I understand that if I am assigned a password, good security practices dictate confidentiality at all times. I will not share it with anyone.
6. I understand that I will not reveal my personal information such as: home address, phone number, social security number nor those of others to anyone on the Internet unless authorized to do so.
7. I understand that I will be financially responsible for any unauthorized commitments I make through the Internet.
8. I understand that in order to assure system-wide security, each user must log out after use.
9. I understand that actions I may take such as: invasion of privacy, unauthorized access, violation of copyright laws as well as other illegal activities may be grounds for disciplinary and/or appropriate legal action. These will be discussed in school and will focus on ethical, Christian use of the Internet.
10. I understand that plagiarism is not allowed. If quotes are taken from the Internet, appropriate annotation must be given.
11. I understand that I should not save anything either onto the hard drive or flashdrive without teacher's approval.
12. I understand that personal electronic devices will only be used in an appropriate manner.
13. I will not engage in cyber bullying or bullying behavior and will report any cyber bullying or bullying I witness to my teacher or principal.
14. I understand that there will be consequences if I do not follow the rules.
15. I understand that the same rules and responsibilities apply whether I am using Electronic Media at home or at school.

Consequences:

1. Discussion with student, possible call to parents.
2. Call to parents, Internet usage prohibited the following two class periods the Internet is used.
1. Conference with parents and student, future Internet usage will be discussed at that time.

Grievance Policy (206)

If a grievance between parents/guardians or a student and a teacher or school administrator should arise, the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or canonical administrator (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.

4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral or both.
6. At the conclusion of the meeting, and upon due consideration, the Committee will make its recommendation to the pastor. The Committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.

If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

Student Records Policy (211)

Rev. 1-9-2020

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Records or data may mean any or all the following:

1. Identifying data
2. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)
4. Attendance data
5. Scores on standardized intelligence
6. Health data (Separate health related records kept in health room)
7. Family background information
8. Teacher or counselor ratings and observations
9. Verified reports of serious or recurrent behavior patterns

Transportation Policy (201)

Holy Cross Catholic School runs the bussing service for students. New Prague School district assists with transportation needs. Instruction/review in bus and pedestrian safety is required each year.

Introduction

Holy Cross currently operates its own buses to assist families in transportation of their children to and from school as well as to extracurricular events. Bussing will be for kindergarten through 8th grade students only; with the principal is able to authorize pre-kindergarteners to ride the bus in emergency circumstances and only if they have an older sibling who is also riding the bus.

Bussing is not a right, but a privilege and the ability to provide services may change in response to funding.

Busing boundaries

In order to operate within our budget and maintain acceptable bus route lengths, it is necessary to limit the area where we can offer bussing services. The boundaries will be defined by the Board of Directors, with consultation from the Transportation Director and the Principal. In certain circumstances the Principal may make exceptions to the boundary. Exceptions should be rare and should not be made if they result in increased expenses to the bussing program. Families living outside the boundary who received bussing before the implementation of this policy may receive an exception on a year by year basis, however this is not guaranteed.

Conduct on school busses and consequences for misbehavior

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school busses as are expected on school property or at school activities. All school rules are in effect while a student is riding a bus or at the bus stop.

Parents of children using our buses who desire to have their children to bring a cell phone to school must inform the school office before the start of the year or when applicable thereafter. The phones will be held in a bag until the bus ride is over.

A. School bus and bus stop rules

The School's safety rules are to be posted on each bus. If these rules are broken, the School's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the bus driver's responsibility to report misbehavior to the school office.

B. Rules at the bus stop

- 1) Be at your stop early, the bus driver will not wait for late students.
- 2) Keep your arms, legs and belongings to yourself
- 3) Use appropriate language
- 4) Stay away from the street when waiting for the bus.
- 5) After getting off the bus move away from the bus.
- 6) If you must cross the street, wait for driver to signal you to cross and cross in front of the bus where the driver can see you.
- 7) No fighting, harassment, intimidation or horseplay.
- 8) No use of alcohol, tobacco or drugs

C. Rules on the bus

- 1) Immediately follow the drivers instructions
- 2) Sit in your seat facing forward
- 3) Talk quietly and use appropriate language
- 4) Keep all parts of your body in the bus at all times
- 5) No fighting, harassment, intimidation or horseplay.
- 6) No eating, drinking or use of tobacco or drugs

- 7) No weapons or dangerous objects on the bus.
- 8) Do not damage the bus.

D. Behavior presenting a clear and immediate danger

The violator shall be removed from the bus immediately at the school or his home. The bus driver shall inform the principal of the action and file a written report. The parent shall be notified of the action taken. Transportation privileges may be restored only after the parents have met with the principal regarding the behavior of the student. The school may deny bussing privileges permanently.

E. Records

Records of bussing misbehavior will be forwarded to the school office and will be retained in the same manner as student disciplinary records.

F. Vandalism/Bus Damage

Students damaging school busses will be made responsible for the damages. Failure to pay for the damages within 2 weeks may result in loss of bussing privileges.

(Policy approved Nov. 13, 2006, Amended Jan. 8, 2007)

Weapons Policy (212)

All persons, excluding law enforcement personnel, are forbidden to possess, store, transmit or use any object that is considered a weapon or looks like a weapon while on school property. (MN Statue Section (21A 44). Failure to comply with this policy will result in disciplinary action.

Holy Cross Catholic School has the goal of establishing a Christian environment throughout the school in which students feel safe, secure, and happy and have a maximum opportunity to learn. In accomplishing this goal, the school takes the position of no tolerance of weapons and look-alike weapons in school, on school grounds, at school activities or events, at bus stops, or on school buses. **All weapons or items that have the appearance of a weapon are prohibited.** "Weapon" means any firearm whether loaded or unloaded, any substance or device designed as a weapon and through its use is capable of threatening or bodily harm; or any device that is used to threaten, terrorize, or cause bodily harm. This includes firecrackers, other flammable materials (matches, lighters, etc), or laser pens.

If a weapon is found, the following actions will take place:

- Confiscation of the weapon (if it can be done safely, or call 911 for assistance).
- Notify the Principal.

After the incident is investigated, the following may happen:

- Notification of parent/guardian from school.
- Possible involvement of police with recommendation to charge.
- Discussion with regard to expulsion.

Wellness Policy (213)

The purpose of this policy is to assure a school environment that promotes and protects student and staff wellness including social, spiritual, emotional, intellectual, physical and occupational wellness.

Holy Cross School Board recognizes that nutrition education, physical education and religious education are essential components of the educational process and that good health fosters student attendance and education.

The school environment shall promote and protect student and staff health, well being, and ability to learn by encouraging healthy eating, physical activity, and spiritual growth.

The school encourages the involvement of students, parents, teachers, food service staff, parish priests and other interested persons in implementing, monitoring, and reviewing school nutrition, physical education, and religious education policies.

Children need access to healthy foods, opportunities to be physically active, and to spiritual guidance in order to grow, learn and thrive.

All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.

Qualified food service personnel will provide students access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, pleasant settings, and adequate time for students to eat.

(Approved 2006)



Holy Cross Catholic School

Academics

Teacher Qualifications

Holy Cross Catholic School employs qualified, professional teachers who have prepared themselves for success in the trade of teaching. All of our teachers have gone through extensive training and/or licensure to attain this status. With the recent developments in state licensure requirements, we no longer require teachers to maintain state licensure. This is common now across many dioceses as state licensure requires taking courses that compromise our beliefs as Catholics. Dioceses are now developing their own licensure programs. We look forward to our teachers not having to compromise their values on state licensure and be able to concentrate on traditional pedagogy and instructional methods.

Religious Education

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. All students, including non-Catholics, attend religious instruction and liturgies.

Each grade takes turns preparing to help celebrate the liturgy for the weekly school Mass. Days and times will be announced at the beginning of the school year. Parents/Guardians are invited to attend school Mass whenever their schedules permit. On Holy Days of Obligation, the students attend Mass on the Holy Day in lieu of the regular Wednesday Mass.

Academics

Holy Cross Catholic School provides a high quality, religious based education for students in pre-kindergarten through eighth grade including an all day, every day kindergarten program. Students complete studies in all major curriculum areas, religion, reading, mathematics, language arts, science, and social studies. Additionally, students receive instruction in Spanish, computer skills, art, music, physical education and health.

Homework

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant - teacher, student, and parent/guardian - must understand and be committed to carrying out his/her responsibility. Holy Cross Catholic School uses the following guidelines for homework. Students can assume to spend an average of at least 10 minutes for each grade level (i.e. 20 minutes for 2nd grade, 50 minutes for 5th grade) they attend for "Homework" each night. (i.e. reading, doing homework, or studying)

Homework Responsibilities of Teachers

1. Communicate to students and parents/guardians homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
4. Assign appropriate homework according to students' needs.

Homework Responsibilities of Students

1. Know and understand the purpose of the homework assignment.
2. Responsible for copying assignments into Assignment Notebook, understanding directions and knowing what is required for completion of the assignment.
3. Responsible for completing and returning assignments.
4. Understand when some assignments are to be completed independently, others as a team effort.
5. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help them with explanations. DO NOT DO THE HOMEWORK FOR THE CHILD.
6. Look over the assignment to affirm completion and quality. Praise your child. Support the teacher and the child. Get both sides of a story before making a judgment.

Make-Up Work

It is the student's obligation to procure and complete work missed during an absence. Homework may be picked up in the school office, please call the teacher in the morning. Teachers will have assignments ready for pick-up after the regular school day.

Minimum Academic Standards (208)

Holy Cross Catholic School is committed to supporting student success. Occasionally students struggle to remain motivated and disciplined in their studies. As a proactive response, the Holy Cross School Board of Directors has approved a Minimum Academic Standards policy, which outlines our expectations and optional interventions.

School success is dependent upon regular attendance, parental involvement and teacher support. The following items communicate the importance of completing assignments, use of an assignment notebook and requesting assistance when needed. These life skills are essential to present and future success.

Holy Cross Catholic School expects students to be “working toward success” as a minimum standard.

“Working Toward Success” means:

- The student is participating in classroom activities in a positive manner.
- The student accepts extra teacher support with difficult areas of study.
- The student arranges for after school help.
- The student participates in a plan, with the teacher, to complete daily and/or late work.
- The student shows improvement in his/her grades. (This may not mean they reach a “C” average.)

If a student is not “working toward success”, the student will be placed on Academic Probation. Parents and teachers will meet to discuss the following options.

- Suspension from extra-curricular events (i.e. athletics) and/or reward events.
- Requiring a parent to attend school (this year) with their child for a specified period of time.
- Tutoring during the school year at the family’s expense.
- Summer tutoring at the family’s expense.
- Parent supervised after school study at school.
- Not receiving an 8th grade diploma. (current 8th grade students).

If the student fails to make adequate progress, the parents, principal and canonical administrator will meet to discuss the student’s future at Holy Cross Catholic School.

Holy Cross Catholic School staff and administration are committed to assisting the students in becoming responsible, competent learners. Working together we can guide our children on the path to success.

(Policy Approved August 13, 2007)

Testing

Students are tested using an assessment product entitled NWEA-MAP. The Archdiocese has recommended this form of testing as a means for tracking student progress with the goal of impacting instruction and improving learning. The NWEA-MAP tests are administered on the computer and results are available for teachers and parents immediately upon completion of the test. Students in grades K through 8 will take NWEA-MAP tests in the fall and in the spring. The MAP Science test is administered to grades 6,7, & 8 in the winter.

Additional testing may be administered throughout the school year. Parents will be given advance notice of test schedules.

Guidance Counselor (if we can hire someone)

The school counselor teaches classroom guidance lessons to all students in each grade level throughout the school year. These lessons help students gain an awareness of self, others and the world around them. Classroom guidance lessons are designed to promote students' academic, social and emotional development. Topics include, but are not limited to: Understanding self and others; Problem-solving; Conflict Resolution; Stress management; Decision making; Peer relationships; Positive social skills; and Violence prevention. In addition to classroom guidance lessons, the school counselor also works with individual students to help them better express their concerns and problems, to better understand themselves and others and to work toward positive educational, personal and social development. Parents or school staff can refer, or students can self refer. If someone other than a parent has referred a child for these services and continued counseling is needed, parents will be contacted for permission. The school counselor is available to meet with parents who have questions or concerns about their child.

Field Trips

Field trips are part of the educational programs at Holy Cross. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in all field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENTS/ GUARDIANS DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Whenever possible, field trip participants travel by bus. All students will travel to and from the field trip destination by school transportation.

Should it be necessary to use transportation provided by parents in private vehicles (rather than a bus) to and from an event, parents/guardians will be notified, and the use of seat belts will be assured. All private vehicles used to transport students must have documented current registration and proof of insurance.



Holy Cross Catholic School

Programs

School Lunch and Milk Program

Holy Cross does not participate in the school lunch and milk program which is subsidized by Federal and State child nutrition programs. Financial Assistance is available for lunches, is available, however, for qualifying families (as funds are available). Please contact the office for more information.

Title I

The purpose of Title I is to provide assistance to state and local education agencies to meet the needs of children in the areas of math and reading.

Working with the classroom teacher, the district Title I contact teacher, or nonpublic school proctor, identifies students and schedules them for appropriate, consistent Title I services.

The New Prague Title I Coordinator determines the appropriate service for Holy Cross School. The classroom teacher, along with Title I teacher, determine an acceptable, consistent schedule for eligible children.

Exceptional Learning

Philosophy

Although we strive to meet the needs of each student, Holy Cross Catholic School must outline the extent and circumstances in which we will be able to provide Special Needs Services to students. God has a plan for every child, and we offer services in a prayerful spirit of accepting the individuality of each child and striving to acknowledge that God is in charge, not us.

Screening

Pre-Kindergarten

Before entering Kindergarten, students will be administered the DIAL 4 (Developmental Indicators for the Assessment of Learning, Fourth Edition). This assessment will be administered during the spring, prior to entering Kindergarten. Parents will be given the results of this screening, and if developmental delays are possible, the parents will be required to follow the plan devised by Holy Cross staff for follow up work and testing. Grades K - 8

In grades K - 8, screening consists of MAP test scores, classroom performance, and teacher observation.

Special Needs Placement Process

If a student is struggling, the classroom teacher will go through a series of interventions in order to help the student succeed, which are documented on a Holy Cross Accommodation Plan. After discussions with parents and administration, it may be determined that the student needs to enter our Special Needs evaluation process. At that point, either of the following assessments may be administered:

Reading:

- Barton Encoding and Decoding covers sounds, word spelling and sentence spelling (we also use Barton)
- Fountas and Pinnell Literacy Benchmarks and Assessment System covers fluency, comprehension and reading level
- Lindamood-Bell Learning Processes for comprehension and phonics
- Math: Placement tests from HMH Math Expressions (K-4) or our HMH Into Math 5th-Pre-Algebra/Algebra series

If it is determined that Special Needs services will be provided, the following requirements will be met in order for Holy Cross Catholic School to be able to provide the services:

- Recommended outside testing will be procured by the parents.
- Parents are responsible for cooperating with the staff to ensure best efforts are made to comply with the plan that is written for their child. This may include summer remediation requirements, outside tutoring, homework completion, and attendance requirements.

Priority for Students Receiving Special Services:

1. Medical diagnosis or comprehensive evaluation from the public school or a private evaluator
 2. Teacher request
 3. Parent request
- Services Offered

It would be impossible to list all the interventions or accommodations Holy Cross could offer to struggling students with identified needs. Generally, however, the interventions could fit into three categories:

Classroom interventions

Classroom intervention examples are preferential seating, technological aids, skeleton notes, reduced copying tasks, limitation of timed-testing, scribing for tests, tests read to student, test retake opportunities, modified grading, modified curriculum, audio books, etc.

Pull-out tutoring

Students who receive a diagnosis and meet the parent responsibility requirements outlined above may receive pull-out tutoring in reading or math. This can happen in two ways:

1. Instruction in the class curriculum
2. Remedial instruction intended to redress a specific problem not associated with any classroom assignment (e.g. Barfton Reading System tutoring).

Ensuring Continuity and Effectiveness of Special Needs Services

A review of Holy Cross Accommodation Plans will be conducted twice per year. Parents of students whose plans include extra tutoring or the assignment of a classroom aide must sign an agreement which outlines both school and parent responsibility. Failure to comply with assigned responsibilities could result in the loss of services. Services through the New Prague Public School District

If interventions have not proved successful, the student may be referred for further assessment by the New Prague school district. Written parental permission will be required. Once the assessment is complete, a meeting will be held to report results and possibly develop an Individual Educational Plan (IEP).

The IEP will be written with goals to help improve the areas of need. If needed, indirect services are offered at a local grade school, and transportation is provided by the school district.

Special Education

The special needs of students in the non-public school are addressed through the New Prague Public schools. Before a student is referred for a special education assessment, teachers consult with our Student Teacher Assistance Team where interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health or motor skills.

If the interventions are not successful the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is completed a meeting is set up to report on the results and possibly develop an Individual Service Plan (ISP).

The ISP is written with goals to help improve the areas of need for each student. The services may be direct or indirect. Indirect service is provided through consultation from the special education teacher to the classroom teacher. Direct service is support given by a special education teacher in an environment with a smaller teacher to student ratio. This service is

either on site or off site depending on the team's recommendations. If service is provided off site, transportation is provided by the public school.

State and Federal Programs

Title I, Part A - provides supplemental educational services for eligible public and private school students to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum proficiency on challenging state academic achievement standards and state academic assessments.

Title II, Part A – for Teacher Quality:

- Focuses on Teacher Quality and High Quality Professional Development
- Has a “hold harmless” provision for non-public schools
- Professional Development is the main area of activity for non-public schools
- Activities that benefit private school teachers and personnel must satisfy the requirements of Title II and:
 - Be based on scientifically-based research
 - Be expected to improve student achievement

Title III LEP – is intended to serve students identified as limited English proficient.

- Program design does not have to be the same for the public schools and non-public schools
- Students receiving Title III services must be assessed annually in reading, writing, listening, and speaking—state assessment or some other instruments decided upon at consultation
- Teacher qualifications apply to LEA employees providing services.

Title IV, Part A - provides for safe and drug-free schools. Activities are to:

- Foster a safe and drug-free learning environment that supports academic achievement
- Be designed to prevent or reduce violence; the use and distribution of illegal drugs and create a well-disciplined environment conducive to learning
- Include the involvement of parents, coordination with community groups
- Pupil services are allowable activities (counselors)

Title V, Part A - provides funds for education improvement programs, instructional and media materials, professional development and other activities. These services, materials, and equipment must be secular, neutral, and non-ideological.

Individuals with Disabilities Education Act (IDEA)

- Child counts used to determine portion of federal funds to be used to serve students in nonpublic schools
- Consultation with representatives of parentally placed nonpublic school children
- Children with disabilities will have a services plan
- Services may be on-site, or transportation must be provided.

Accreditation – Nonpublic schools may choose to be accredited by a state-recognized accrediting agency. These schools must meet the Compulsory Attendance Law Reporting Responsibilities.

Compulsory Attendance – compels school attendance for children between the ages of seven and sixteen. It also requires accredited nonpublic schools to report specified information to the district superintendent.

Dangerous Weapons Reporting – Requires public and nonpublic schools to report to MDE incidents involving the use of or possession of dangerous weapons in school zones.

Immunization Reporting – requires nonpublic schools to report immunization records to the state, including conscientious objectors.

Nonpublic Pupil Aids - provides financial assistance to nonpublic schools in three areas:

- Textbook and instructional materials
- Health Services
- Guidance and Counseling Services

Nutrition Programs – provide:

- School lunch
- After-school snacks for children in after school care program
- Breakfast
- Milk

Pesticide Notification – requires nonpublic schools to notify parents of students of the pesticide application schedule, that long-term effects on children are unknown, and of their option to be notified each time.



Holy Cross Catholic School

Extracurricular Activities

Athletics (100)

Athletic programs at Holy Cross Catholic School are meant to be a fun experience with an emphasis on respect and faith throughout the programs. This policy has been developed by the Holy Cross school board to ensure there is a consistent policy in place for all of Holy Cross's athletic programs.

Please read the policy with your child and complete the electronic signature.

Participation Requirements and Expectations:

No student will be allowed to play in a game or tournament until this form is signed along with all applicable fees and tuition is up to date.

For students entering 7th grade, a sports physical must be on file before the first day of practice.

The athletic fee will be billed through TADS online. Please be sure to pay this fee promptly so we have the funds to pay our referees, coaches, and tournament fees.

This year we are not asking for a uniform deposit. Although if your uniform is not returned to Holy Cross Catholic School in the condition received or if it was lost, you will be billed the replacement value.

If the student is sick, they must be in school by 11:00 a.m. in order to participate in practice or a game that day. For weekend games or tournaments, the student must follow the school policy of being 24 hours symptom free to participate in the tournament.

The student must maintain an acceptable academic level to participate in athletics at Holy Cross. The student must have at least a C- or above in every class to participate. If the student is below this level, they will not be allowed to participate in an athletic activity until the Holy Cross Administrator and/or the Athletic Director allows them to based on improved grades and/or through an assessment and forming an improvement plan by the Holy Cross Staff and the parent(s).

Participation in 5th and 6th grade level athletic programs at Holy Cross is meant to teach the fundamentals of a particular game to all the students who choose to participate and for all to have fun. To that end, in the 5th and 6th grades, every attempt will be made by the coaching staff to have equal amounts of playing time for every student, regardless of ability. This includes tournaments.

Participation at the 7th grade level will be a transition from playing for fun to more of a team emphasis. The expectation is that there will be equal playing time at the beginning of the season through mid-season. At mid-season, there may be assigned starters, at the coaches discretion, who may have more playing time for the remaining games, however, all players should see at least some playing time in each game in the 7th grade. If a game is one sided (either for or against), the coach is encouraged to play the non-starters as much as possible to maintain other players' interest in the game. The exception to this rule is in tournament situations where the playing time will be left to the coach's discretion.

At the 8th grade level there may be a team structure in place with starters identified in an effort to win more games throughout the season at the coach's discretion. If there is a shortage of 8th grade players, younger players may be asked to play on the 8th grade team. At this level, all athletes should understand a non-starter player might not get to play in every game. However, the coaching staff is still encouraged

to play every player in every game, if possible, particularly in a one sided game. The starting team structure includes tournament situations.

Conduct Expectations:

Holy Cross is a Catholic school and our athletes represent not only our school, but our community and faith values as well. We expect each athlete to conduct him or herself to a high standard of respect for self and others along with good sportsmanship at all times when participating in athletic programs. This expectation is both on and off the playing field.

Inappropriate behavior and/or talking back to referees, coaches, parents, or opposing team members will not be tolerated at any grade level. If a student is observed in such activities, they will be:

1. First offense - benched for the remainder of that game or tournament.
2. Second offense – benched remainder of game and next two (2) games or tournaments.
3. Third offense – will not participate in that sport for the remainder of the year.

There will not be a refund of fees should this occur.

If a parent is observed berating the referees, coaches, other parents, or the opposing team, they will be asked to leave.

If the athlete has an unexcused absence from practice, they will not participate in the following game or tournament. Three unexcused absences and the student will not participate for the remainder of the year in that sport.

If the athlete uses any kind of illegal substance, he/she will be suspended for the entire season.



Holy Cross Catholic School

Finance and Fundraising

Tuition (602)

Holy Cross Catholic School has an established and published tuition policy. The policy includes tuition rates, payment plans and delinquent tuition policies.

Holy Cross School Board of Directors sets a yearly tuition rate during its budget process. The tuition fee represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs.

The following tuition policies have been set by the Board of Directors:

1. Registered members of Immaculate Conception, Lonsdale, St. Nicholas, New Market and Holy Trinity, Veseli, will be charged the parishioner amount for tuition. Non-parishioners will be charged a tuition rate set by the Board of Directors.
2. Holy Cross Catholic School Tuition Agreement is as follows: Standard payment is ten equal tuition payments beginning July 15 and ending April 15. Prepayment of tuition is encouraged. Alternate payment plans are also available. Tuition plans and payments are made via automatic payments through the TADS system.
3. Timely payment of tuition is necessary. Families with payments 30 days past due will be notified by phone or email, and a late fee may be assessed.
4. Accounts that are delinquent from the previous year (for which no arrangements have been made) will be turned over to a collection agency by August 1. For families whose accounts are sent to collections, (upon satisfaction of past year's tuition) enrollment for the upcoming year will require pre-payment of 25% of tuition for one year only.
5. Holy Cross School reserves the right to deny admission to students whose families' past tuition bill remains unpaid.
6. Holy Cross Catholic School will only release legally required student records if financial obligations are not met.

Payment of Tuition/Fees

Tuition payments are made via automatic payments through the TADS system.

Fees

In addition to tuition, some programs/activities require an additional participation fee. These programs may include but are not limited to: athletics, field trips and technology.

Financial Assistance/Tuition Assistance

Holy Cross Catholic School offers tuition assistance to families in need. Each family must complete a TADS application to be considered for financial assistance. Confidentiality will be maintained. If they qualify for assistance, families will receive a letter notifying them of their award amount.

Tuition assistance is available to any family registered at Holy Cross Catholic School. Distribution of funds is based on need and availability of funds.

Stewardship

Parish stewardship is an important part of the relationship between the school and the parish. Parish subsidy levels are based on income taken from stewardship pledges.

Parish Investment

Since the entire parish benefits from Catholic educational programs, the entire parish shares in financial responsibility for the education of children. Parish subsidy is that amount contributed by the parish annually to the school. The percentage of parish subsidy level is determined at the local level.

Fundraising

Holy Cross Catholic School families are expected to participate in fundraising activities during the year. One major fundraiser is the Marathon for Nonpublic Education in the fall. Financial commitment for the Marathon is \$100 per student or \$200 minimum for families with more than one student.

Holy Cross Catholic School requires its families to support other major fundraisers by selling tickets and volunteering time. Details of this requirement are outlined in your fundraising & volunteer overview letter received in the first week of school (green letter). Families not raising the amount required for Marathon, Crusader Celebration tickets, or raffle tickets will be billed following the event. Families not raising the annual fundraising requirement will be billed through TADS at the end of the school year.

Fundraising requirements and opportunities are subject to change.



Holy Cross Catholic School

Volunteering

Thank you for volunteering at Holy Cross Catholic School. Volunteers are an important part of our school. As a volunteer, you are part of a team of staff and families working together to create a positive learning environment where all children succeed. Your contributions, dedication and commitment are vital toward this mission. Each volunteer opportunity, although different, contributes an important part to the organization as a whole.

Volunteer Program Philosophy

Holy Cross Catholic School sponsors a volunteer program for all parents to become more actively involved in the life of the school. This is your child's second home, and you are an integral part of their education. Volunteer opportunities give the parents the ability to offer their time and talents to assist with programs, activities and special events at the school. Volunteer parents serve as great role models for our students by demonstrating the importance of giving back to our community.

Code of Conduct

Volunteers are considered members of a Catholic community. It is expected that they will adhere to the Archdiocesan Volunteer's Code of Conduct. A copy of the Code of Conduct is located at the end of this section of the handbook. Please sign and return it to the school office.

Background Check & Virtus

The Archdiocese of St. Paul and Minneapolis requires that all school volunteers have a background check, sign a Volunteer Code of Conduct and attend VIRTUS training before they begin volunteering for an area church or school.

All persons interested in volunteering at our school must complete the background check. There is a fee for this, and we request that parents make a donation to cover this fee so that it is not an additional expense for our school. Once you have completed the background check, this information is available to you and you should not need an additional background check for at least 5 years. Office personnel will provide the paperwork for your background check.

VIRTUS training is provided through area churches and schools. Volunteers may complete this requirement by registering online at www.virtus.org and attending the training session. Please include Holy Cross School as your location of volunteer work when you register. You may include more than one location.

Volunteer's Commitment

In an effort to build a strong school community, Holy Cross Catholic School families commit to a donation of time to a variety of fundraising and community-sponsored events. Families commit to volunteering a minimum of 10 hours at a choice of several opportunities inclusive of:

- Crusader Celebration
- Golf Outing
- Marathon
- Parades and other community events
- Room Parent
- CPO member (Crusader Parent Organization)
- Events Committee member
- School Advisory Committee member
- Athletics Association
- Miscellaneous volunteer opportunities are offered throughout the year
- **New for 2024-2025: Please see your 2024-2025 handbook and your fundraising & volunteer overview letters on what counts as volunteer hours.**
- Preschool and pre-kindergarten families have a commitment of a minimum of 5 volunteer hours.

Please see your fundraising & volunteer overview letter received in the first week of school for your fundraising & volunteer requirements. Throughout the year, parents are notified of opportunities to volunteer. Opportunities are presented via Volunteer Opportunities Sign Up Genius. If you are unable to meet your volunteer commitment to Holy Cross, a **\$25.00** donation fee will be billed in TADS on May 10th, 2025.

Miscellaneous Volunteer Hours

Volunteer hours that are not part of Volunteer Opportunities Sign Up genius for Holy Cross or opportunities stated in Volunteer Hour section above should be submitted via link below. The link will be on the bottom of Thursday Flocknote newsletters or on the Volunteers Information portion of the website. Submissions are subject to approval. Please watch for approval email.

Volunteer's Job Description

Holy Cross Catholic School volunteers are expected to have the skills, knowledge and abilities required for their school assignment. Each assignment has important responsibilities and essential functions. Where possible, we have created separate handouts describing the specific duties for each volunteer area. Once you have volunteered for a specific area, you will either receive printed information or direction from a staff member.

Should you find, at anytime, that your volunteer job is not a good fit for you, please let one of our staff know. We will gladly find an area that you are more comfortable in serving. In addition, should your availability change, please inform the school office so that we can have other volunteers fill your space.

Expectations for Volunteers

Dress Code

Holy Cross Catholic School volunteers are required to dress in a manner appropriate to their duties, keeping in mind that they set the examples for our students. Crusader gear is strongly encouraged.

Arrival

Upon arrival at our school, sign-in at the school office and apply a “visitor” badge. If you cannot serve during your regularly scheduled volunteer time, or know that you will be late, please contact the school office so that we can make alternative arrangements. Give the school office as much time as possible to arrange for someone to fill your space.

Volunteer Guidelines

A few simple guidelines may assist you in your volunteer experience with Holy Cross Catholic School students.

1. Address students with respect.
2. Teachers and volunteers are responsible for the reasonable care and supervision of students. Never leave a student or class without a responsible adult.
3. Talk to students in a conversational tone. Your approach should be as objective and logical as possible. Disruptions, insubordinations, threats or assault by a student to a volunteer are grounds for the student to be removed from the situation and he/she taken to the principal for disciplinary action.
4. The teacher or staff person you are working with is the “expert” in that area, so please give them this consideration.

Confidentiality

At Holy Cross Catholic School, confidentiality regarding our students, staff and volunteers is an important part of our professional atmosphere.

Volunteers are expected to keep confidential any sensitive or personal information regarding a staff member, student, parent or school situation. As you work with staff, information of a confidential nature may be shared with you. You must not share this information with anyone who does not have a professional right or need to know. This information is NOT to be shared with friends or family.

If a staff member is discussing something you are not comfortable with, please let them know by making a statement, such as, “I am uncomfortable discussing this information about this student/staff/parent.” Volunteers are also encouraged to use the statement provided here if asked to share information outside of the school setting, “I am sorry, but it would not be professional of me to comment on that.”



Code of Conduct for Adult Volunteers Who Interact with Minors or Vulnerable Adults

This *Code of Conduct (Code)* of the Archdiocese of St. Paul and Minneapolis (Archdiocese) establishes standard policies and provides guidance for the service of parish, school, or archdiocesan volunteers. It is the mission of the Archdiocese to make disciples of Jesus Christ and to witness the love of Jesus Christ to all. We recognize, as disciples of Jesus Christ, that we must witness to Jesus both by what we say and what we do, and that our conduct should always seek to be in accord with the Faith which we profess. As Jesus said, “Let your light so shine before all, that they may see your good works and give glory to your Father who is in heaven” (Matt 5:16).¹

This *Code* aims to further the Church’s mission by providing guidelines which achieve several overarching objectives:

- ☐ Promote authentic witness to Jesus Christ by those who serve in the Church,²
- ☐ Protect, nurture, and guide minors, vulnerable adults and all others with whom we interact,
- ☐ Provide practical guidance to volunteers to enable them to serve effectively and safely,
- ☐ Promote personal well-being, and
- ☐ Build positive relationships founded upon respect, trust, and integrity.

This *Code* applies to conduct of volunteers that relates to their role interacting with minors or vulnerable adults within the Church.

An adult volunteer whose ministry involves either regular or unsupervised interaction with minors must complete the Essential 3 before beginning volunteer service. The Essential 3 consists of: a background check; safe environment training; and agreement to adhere to this *Code*.

1. Ethical Standards for Personal Interactions Code of Conduct for Adult Volunteers –

1 The provisions of the Code apply to all Church Personnel regardless of individual religious beliefs or affiliation. For non-Catholics, this introductory section reminds them of the mission of the organization they have chosen to serve and are called to support through their service. It does not imply a personal assent to all Catholic Church doctrine, but rather a commitment to conduct themselves in their role with the Catholic Church in a way that is consistent with Church teachings so as not to give a public witness counter to the faith and teaching of the organization they are serving. Therefore, Catholics and non-catholics alike, who are serving the

Church in an official capacity, are expected to comply with the provisions of this code which is based on our teaching about the dignity of the human person and the witness we are called to give as a Church.

1.1 Volunteers will maintain appropriate boundaries and exercise reasonable and appropriate interactions with others.

1.2 Volunteers will relate to others with patience, courtesy and respect, and will work collaboratively and cooperatively with all those serving the Church.

1.3 Volunteers should use positive reinforcement and encouragement, and encourage others to do likewise.

1.4 Volunteers will dress appropriately and consistent with their volunteer roles and activities.

1.5 Volunteers, in their service to the Church, must conduct themselves in a manner consistent with Catholic teaching.

1.6 Volunteers must exercise discretion and confidentiality, and should consult with an immediate supervisor before disclosing confidential information to others.

KEY TERMS³

“Archdiocese” means that certain corporate entity formed, maintained and existing under Minnesota Section 315.16 with Minnesota Business Name: **“The Archdiocese of St. Paul and Minneapolis”**.

“Clergy” means any persons ordained – bishops, priests, and deacons – who administer the rites of the Catholic Church.

“Cleric” means a member of the Clergy.

“Code of Conduct” means the Code of Conduct for Clergy, the Code of Conduct for Church Personnel, the Code of Conduct for Adult Volunteers, and the Code of Conduct for Youth Volunteers, as applicable.

“Minor” means anyone who has not reached the age of 18. For the purpose of this policy, “minor” includes a **“Vulnerable Adult”** as applicable.

³ See Settlement Agreement, section 5.7, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

“Parish” means a parish within the Archdiocese Territory that is Archdiocese-recognized as Catholic.

“School” means a primary school or a secondary school within the Archdiocese Territory that is Archdiocese-recognized as Catholic.

“Seminary” or Seminaries means the St. Paul Seminary, St. John Vianney Seminary, or both.

“Unprofessional” means below or contrary to the standards expected in a particular profession.

“Vulnerable Adult” means persons with physical, mental or emotional conditions that render them unable to defend or protect themselves, or get help when at risk of harm.

2. Conduct with Minors

2.1 Volunteers must use prudent judgment and common sense when working with minors.

2.2 Volunteers should be aware of their own vulnerability and the vulnerability of others when working with minors. Volunteers should avoid any conduct that a reasonable person could misconstrue as improper. A team approach with appropriate supervision should be in place to promote a safe environment for all.

2.3 Volunteers should not meet alone with any unrelated minor. One-on-one activities are best held with staff supervision in a public area or an area visible to others through a window or open door.⁴

2.4 Volunteers who minister to the home-bound and to minors are encouraged to serve in the company of another safe environment trained adult whenever possible.

2.5 Physical contact with unrelated minors must be public, appropriate, and nonsexual. Some examples of permissible physical contact include:

- a. Brief side hugs or an arm around the shoulder.
- b. Brief pat on the shoulder /upper back.
- c. Hand-shakes or “high fives”
- d. Holding hands during prayer.
- e. Holding hands while walking with young children and those unsteady.
- f. Brief touching of hand, head shoulder or arm.

4 See Settlement Agreement, section 3.3, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

Some examples of non-permissible physical contact include:

- a. Tickling,
- b. Massages,
- c. Prolonged hugs from the front or rear,
- d. Touching of breasts or genitals.

2.6 Volunteers must not possess or use alcohol, tobacco, or illegal drugs when interacting with unrelated minors, nor provide these items to a minor. Volunteers should take great care to avoid use of medications that impair functioning or good judgment when volunteering with minors.

2.7 Volunteers must not acquire, possess or distribute any pornographic or sexually explicit, profane, or otherwise inappropriate materials, by any means or technology. Volunteers are prohibited from viewing pornographic materials on, or taking pornographic materials onto, the property of the Archdiocese, a Parish or a School. 5 Suspected child pornography must be referred to law enforcement immediately.

2.8 Volunteers are prohibited from showing pornographic material to minors and illegally providing alcohol, tobacco or drugs to minors. 6

2.9 Volunteers must not travel in a vehicle with an unrelated minor without another safe environment trained adult present, except in documented emergencies. In documented situations where groups are being transported with only one adult driver in a vehicle, a sufficient number of drivers should be available to manage unanticipated situations.

2.10 Volunteers must not share private space or overnight accommodations (bedroom, hotel room, tent, camper, bed, etc.) with any unrelated minor.

- a. In situations (with minors) in which overnight accommodations are in open spaces (gymnasiums, classrooms, gathering spaces, etc.), actions should be taken to provide suitable supervision and create reasonable separation between sexes and between adults and minors.

- b. All overnight events require all adults 18 and older to be Essential 3 qualified.

5 See Settlement Agreement, section 5.8, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

6 See Settlement Agreement, section 5.9, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

2.11 Communications by volunteers with unrelated minors must be for volunteer ministry-related reasons only. Volunteers must maintain appropriate boundaries in all communications with an unrelated minor, including communications through the use of electronic devices or web-based media.

Volunteers should only communicate to minors or vulnerable adults in a group message or public forum. Any private, one-to-one communication initiated by a minor or vulnerable adult to a volunteer must be shared with the parent/guardian as well as the volunteer's supervisor.

2.12 Volunteers will not use physical force or use profane, demeaning, or abusive language in interactions with a minor; however, proportional physical force may be used in emergency situations for self-defense or if the minor is a danger to self or others.

2.13 Volunteers are prohibited from providing or receiving expensive or excessive gifts from an unrelated minor without the permission of a parent, guardian, or close family member. Exchanges of modest, appropriate gifts between groups of minors, volunteers, or staff in the ordinary course of archdiocesan, parish, or school settings are permissible.

3. Reporting Misconduct

3.1 Volunteers must report illegal, unethical or unprofessional behavior to their supervisor or other appropriate church authority.⁷

3.2 Volunteers must self-report to their supervisor as promptly as possible if they are arrested or charged with a crime.

3.3 Volunteers who have reason to believe that a minor is being abused or neglected or has been abused or neglected must immediately (within 24 hours) report the basis for their belief to:

- a. Proper civil authorities (See "How to Report Suspected Child Abuse" pamphlet at www.SafeCatholicSPM.org); and
- b. Your supervisor. If the abuse may involve your supervisor, contact the Director of Ministerial Standards and Safe Environment (651-291-4400).

⁷ See Settlement Agreement, section 5.11, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

**Code of Conduct for Adult Volunteers
Who Interact with Minors and Vulnerable Adults**

Acknowledgement and Consent

I am a volunteer serving within the Archdiocese of Saint Paul and Minneapolis. I have read this *Code of Conduct for Adult Volunteers Who Interact with Minors and Vulnerable Adults (Code)* and I agree to abide by it.

I further understand and agree that I am subject to periodic Background Checks, and am required to participate in periodic Archdiocesan Safe Environment trainings commensurate with my role. I also understand that I may face consequences or discipline, up to and including removal from service and/or termination of my volunteer role, for violations of this *Code*.

Printed Name

Signature

Date

Volunteer Position and Location of Service